



## **New Jersey Department of Children and Families Policy Manual**

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**SUBJECT:** Employment, Professional Development and Training of Personnel  
Funded by or through the Department of Children and Families Office of  
Education

**EFFECTIVE DATE:** April, 1981

**REVISED:** November 16, 2009

### **A. EMPLOYMENT**

1. Consistent with and under the authority of NJSA 18A:7B-1 et seq. (P.L. 1979, Chapter 207), the Director of the Department of Children and Families (DCF) Office of Education (OOE) shall approve all personnel hired by the State for educational programs in State facilities operated by or under contract with the Department of Children and Families and the Department of Human Services (DHS).
2. To fulfill the above statutory responsibility, the Education Supervisor at each State facility education program shall obtain authorization from the Director, OOE, prior to the processing of all personnel actions involving any position funded by or through the DCF Office of Education.
3. All professional personnel serving students in DCF or DHS State facility education programs shall be properly qualified and appropriately certified and licensed, where a license is required, in accordance with applicable State and Federal laws.

### **B. PROFESSIONAL DEVELOPMENT**

1. The Professional Development Committee, as established by the DCF OOE, shall work in conjunction with the Director, OOE or his/her designee with input from instructional staff from DCF and DHS State facility education programs to:
  - a. Assess professional development needs of educational staff in DCF and DHS State facility education programs by conducting surveys and utilizing other methods of soliciting information;
  - b. Plan and implement professional development activities in alignment with the Professional Development Standards referenced in N.J.A.C. 6A:9-15.2(d) and the Professional Standards for Teachers referenced in N.J.A.C.6A:9-3.3; and
  - c. Create the Local Professional Development Plan annually or in a multi-year format, as required.
2. The completed Local Professional Development Plan shall include, but not be limited to, an assessment of professional development needs for instructional and support staff, a plan for professional development activities and the mentoring plan for DCF and DHS instructional staff.
  - a. The Local Professional Development Plan shall first be approved by the Director, OOE, or his/her designee.
  - b. Each Local Professional Development Plan shall then be submitted, in adherence with the timeframes established by the Department of Education, to the Mercer Executive County Superintendent of Schools for approval by the Mercer County Professional Development Board.
3. Each State facility education program shall maintain a School Level Professional Development Committee which shall be comprised of the Education Supervisor (ES) and at least three teachers.
  - a. The School Level Professional Development Committee shall oversee the development of school level plans for professional development.
  - b. The school level plan shall include a description of school level and team-based learning in the school which shall be based on the identified school goals and the student and teacher needs.
  - c. For small State facility education programs which are unable to meet the requirement of at least three teachers for the school level committee, the program shall, with assistance from the Regional or OOE Administrator, partner with another State facility education program for the implementation of this requirement.

- d. The school level plan shall be approved by the Regional or OOE Administrator and then be submitted to the Director, OOE within the established timeframes, for inclusion in the Local Professional Development Plan.

### **C. TRAINING**

1. The professional development and training needs for staff shall be identified in the OOE Local Professional Development Plan and in each State facility education program's School Level Plan.
2. Appropriate in-service training shall be made available to professional and paraprofessional staff who provide special education, general education or related services in DCF and DHS State facility education programs.
3. As feasible and appropriate, the in-service training offered to staff shall:
  - a. Prepare professional and paraprofessional personnel with the content knowledge and collaborative strategies and skills needed to meet the needs of children with and without disabilities.
  - b. Enhance the ability of teachers and others to use strategies, including behavioral interventions, to address the conduct of students with and without disabilities that impedes learning.
  - c. Include the acquisition and dissemination, to teachers, administrators, child study team members and related services personnel, significant knowledge derived from educational research and other sources which, if appropriate, would be adopted as promising practices, materials and technology.
  - d. Be integrated, for professional staff, to the maximum extent possible with other professional development activities.
  - e. Provide for joint training activities of parents and State facility education program personnel.
4. In addition to the various professional development activities, there are also mandatory trainings, as prescribed by the DCF Office of Education, which primarily the DCF Regional Schools are required to complete within established time frames.

5. Information regarding all professional training and development activities shall be maintained at each State facility education program and the DCF Office of Education (OOE).
  - a. All trainings and professional development activities conducted by or through the OOE, the DCF Regional Schools or other State facility education programs regardless of the training location, shall be documented on a "Training Roster" (Attachment 1).
  - b. DCF Regional Schools and other State facility education programs shall complete and submit their Monthly Training Reports (Attachment 2) to the appropriate Regional or OOE Administrator who will then forward this documentation to the designated person at the OOE for inclusion in the "Quarterly Training Report."
  - c. The Quarterly Training Reports shall be included in the OOE Local Professional Development Plan.
  - d. The SFEA Training Plan, included within the annual SFEA Budget and Program Application submitted to the Department of Education, shall outline the anticipated types of trainings to be provided and the funding amounts allocated.
  - e. Individual certificates for completed professional development activities and training sessions, when furnished, shall be maintained by each respective employee.

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Director

Attachment:

[Attachment 1: Training Roster](#)

[Attachment 2: Monthly Training Report](#)